

Comparisons of Job Characteristics

Focus Occupation: [Administrative Services Managers \(11-3011\)](#)

Associated Occupation: [Compensation and Benefits Managers \(11-3041\)](#)

[Compare Knowledge](#)

[Compare Skills](#)

[Compare Abilities](#)

[Compare Detailed Work Activities](#)

[Compare Tools and Technologies](#)

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

Knowledge

Similarity of Focus Occupation to Associated Occupation: 70

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Compensation and Benefits Managers (11-3041)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Personnel and Human Resources	5.6	20.8	12.7	<<	Extensive education and/or training may be required
Administration and Management	8.4	15.2	13.5	<	Expanded education and/or training may be required
Mathematics	9.2	14.8	11.0	<<	Extensive education and/or training may be required
Law and Government	5.9	10.2	4.9	<<	Extensive education and/or training may be required
Economics and Accounting	4.4	9.4	12.3	>>	Current knowledge level is likely more than sufficient

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Skills

Similarity of Focus Occupation to Associated Occupation: 91

Focus Occupation: Administrative Services Managers (11-3011)

Associated Occupation: Compensation and Benefits Managers (11-3041)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating		Evaluation of Focus Occupation
Time Management	8.9	11.5	11.5	0	Current skill level may be sufficient
Management of Personnel Resources	6.9	10.6	10.5	0	Current skill level may be sufficient
Systems Analysis	6.5	10.5	8.7	<	A higher skill level may be required
Systems Evaluation	6.4	10.3	7.7	<<	Extensive development of skills in this area may be required
Management of Financial Resources	3.3	10.1	6.9	<<	Extensive development of skills in this area may be required

Operations Analysis	5.0	8.6	6.1	<<	Extensive development of skills in this area may be required
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The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 95			
Focus Occupation: Administrative Services Managers (11-3011) Associated Occupation: Compensation and Benefits Managers (11-3041)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	14.2	13.6	0	Current ability level may be sufficient
Written Comprehension	11.0	13.9	13.3	0	Current ability level may be sufficient
Oral Expression	12.4	13.6	13.3	0	Current ability level may be sufficient
Written Expression	9.8	13.6	13.3	0	Current ability level may be sufficient
Speech Clarity	10.2	11.2	10.8	0	Current ability level may be sufficient
Number Facility	6.3	10.1	7.2	<<	Extensive improvement in abilities may be required
Mathematical Reasoning	6.3	9.6	6.9	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 52
Focus Occupation: Administrative Services Managers (11-3011) Associated Occupation: Compensation and Benefits Managers (11-3041)		
Work Activities	Exclusivity of Activity	
Assign work to staff or employees	30	
Conduct or attend staff meetings	47	
Direct and coordinate activities of workers or staff	3	
Manage contracts	73	

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.

Tools and Technologies that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 93
Focus Occupation: Administrative Services Managers (11-3011) Associated Occupation: Compensation and Benefits Managers (11-3041)		

Tools and Technologies	Exclusivity
Business function specific software	1
Calculating machines and accessories	3
Computer data input devices	2
Computers	1
Content authoring and editing software	1
Content management software	6
Data management and query software	1
Duplicating machines	6
Finance accounting and enterprise resource planning ERP software	2
Information exchange software	1
Network applications software	1

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O*NET (Occupation Information Network) data.